

COUNTY OF SUFFOLK



JUDITH A. PASCALE
COUNTY CLERK

How to Obtain a Copy of Your Deed

Certified copies of deeds recorded at the County Clerk's Office can be easily obtained by coming into the office to do a search or submitting a request by mail (see below).

Address:

**Suffolk County Clerk's Office
310 Center Drive
Riverhead, New York 11901**

Office Hours:

**Monday through Friday
9 a.m. to 5:00 p.m.**

(PLEASE NOTE: requests cannot be processed after 4:30 p.m.)

Whether your request is in person or by mail you will need:

- ▶ Your property district, section, block & lot numbers (located on your tax bill)
- ▶ The fee for certified copies is \$5.00.



MAIL IN REQUEST FOR CERTIFIED COPY OF DEED

Return this form with a check or money order payable to the Suffolk County Clerk for \$5 and a self-addressed stamped envelope to:

**Suffolk County Clerk's Office
310 Center Drive
Riverhead, New York 11901
ATTN: Public Access**

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE # _____

E-MAIL _____

DISTRICT _____ SECTION _____ BLOCK _____ LOT(S) _____